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ABSTRACT

The directory of task inventories (listings of activities performed by workers on their jobs) contains bibliographic entries for 171 documents published by State educational and employment service agencies, occupational curriculum laboratories and research coordinating units, branches of the Armed Forces, selected private research and development agencies, university graduate research departments, Federal agencies, and private industry. For each entry the directory provides: accession number, title, author (personal and corporate), publication date, number of pages, sponsoring agency, occupational area or job title of listed tasks, number of tasks listed, and availability information. (All documents for which publication dates are provided were published since 1963.) In addition, the directory provides a job titles/occupational areas index and an author index (personal and corporate). Finally, it lists, provides similar bibliographic information for, and indexes by authors' names 18 selected general references. (JR)

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ED112170

THE CENTER FOR VOCATIONAL EDUCATION
The Ohio State University · 1960 Kenny Road · Columbus, Ohio 43210

SEP 19 197

VOLUME 2, 1975

DIRECTORY OF TASK INVENTORIES

U S DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

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INVENTORIES
INVENTORIES
INVENTORIES 2

CE004998

MISSION OF THE CENTER

The Center for Vocational Education's mission is to increase the ability of diverse agencies, institutions, and organizations to solve educational problems relating to individual career planning and preparation. The Center fulfills its mission by:

- Generating knowledge through research
- Developing educational programs and products
- Evaluating individual program needs and outcomes
- Installing educational programs and products
- Operating information systems and services
- Conducting leadership development and training programs.

The work upon which this publication is based was performed pursuant to Grant OEG-0-74-1671 with the U.S. Office of Education, Department of Health, Education, and Welfare.

The activity which is the subject of this report was supsuported in whole or in part by the U.S. Office of Education, Department of Health, Education, and Welfare. However, the opinions expressed herein do not necessarily reflect the position or policy of the U.S. Office of Education, and no official endorsement by the U.S. Office of Education should be inferred.

PREFACE

The history of task analysis in this country goes back to 1898 when Frederick Taylor first studied coal shoveling in Bethlehem Steel. Since that time many managers, methods study specialists, researchers, trainers, and educators have identified and listed specific job elements, operations, tasks, functions, and job units in many occupations. These listings have found an increasingly meaningful array of uses in a wide range of organizations. Yet, the existence of many of these inventories is not known beyond their immediate origins or environs. Their use is, therefore, limited and restricted, a situation which leads to duplication of effort with regard to developing and revising task inventories.

Against this backdrop, the Task Inventory Exchange (TIE) at The Center for Vocational Education is collecting task inventories and is making them accessible through the publication of a Directory of Task Inventories, Volume 1, 1974 (previously published), Volume 2, 1975, and Volume 3, 1975 (December) as well as the provision of user services as described in the directory.

The Center solicits your cooperation in furthering vocational, technical, and career education, and selection, training and evaluation in industry, business and government by making available to The Center task inventories and related materials in your possession.

We hope that this publication and the services of TIE will prove valuable to you in your particular endeavors.

Robert E. Taylor
Director
The Center for Vocational
Education

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INTRODUCTION

Task inventories are listings of activities performed by workers on their jobs. Though "task inventory" is the most common label for these lists, the terms functions, competencies, skills, activities, operations, duties, abilities, worker actions, job elements, and specialties are sometimes used.

Task inventories are of value to curriculum developers, training directors, researchers, personnel officers, industrial engineers and vocational teachers and administrators. They are used for many purposes including identification of relevant training content, selection of appropriate training programs and methods, development of critical learning objectives in occupational preparation programs, development of tests for job skills, and setting standards for equal opportunities employment programs.

Professional individuals and groups in many different agencies in education, agriculture, industry, business, and health have developed task inventories to assist them in a variety of employer activities such as training and performance evaluation. Increased accessibility to existing task inventories will have an impact on a wide variety of organizations. Such accessibility will greatly reduce repetitive efforts at developing inventories for the same tasks and maximize the efficient use of existing ones.

The information reported in this directory was compiled from a review of documents from state educational and employment service agencies, occupational curriculum laboratories and research coordinating units, branches of the armed forces, selected private R&D agencies, and other organizations. Task inventories resulting from research and analysis efforts of university graduate research departments, federal agencies, and industry are also reported in this volume of the directory.

To be listed in this directory, the list of tasks were not required to meet any rigid definition of a task. The numerous documents reviewed identified activities of a job. Some activities were stated at a very general level, representative of broad duties or functions. Others cited extensive lists of component knowledges and skills.

Inventories which were known to be in existence but not available to requesters, were excluded from this directory.

The directory lists the following information for each document cited:

Accession Number
Title
Author(s)--personal and corporate
Publication Date
Number of Pages
Sponsoring Agency
Occupational Area or Job Title of Listed Tasks
Number of Tasks
Availability Information

Instructions for how to use this directory are found on page vi. A sample citation identifying the various pieces of information provided for each document is found on page vii.

Copies of documents announced in the directory are available from TIE through a cost-recovery duplication service. Details of this service are described on page viii, How to Order Copies of Documents.

A special reference materials section has been added to this directory. This section lists, by TI Rxxx numbers, documents containing information on how various task, job, and task-inventory-creating analyses were and are done.

TIE solicits your assistance in adding to the existent collection of task inventories by (1) reporting to TIE the existence of task inventories and related information not identified in this volume of the directory, and (2) forwarding two copies of new or updated inventories (for possible inclusion in subsequent volumes of the directory) to:

Task Inventory Exchange
The Center for Vocational Education
The Ohio State University
1960 Kenny Road
Columbus, Ohio 43210

HOW TO USE THIS DIRECTORY

Start with the title of the job or the occupational area for which you need a task inventory. Look for this title in the alphabetically arranged Job Title/Occupational Area Index, page 71 where you will find the TI (accession) Number for the publication containing the task inventory related to the job title or occupational area and the page number on which the publication is cited.

The first part of each citation contains the TI Number; the title of the publication; the name of the author(s), both personal and corporate; the year of publication; the number of pages; sponsoring agency; and information on availability of copies. The second part of the citation lists the job titles or occupational areas for which task inventories are contained in the publication and the number of tasks identified in the publication for the job title. Verify to see if the job title of your interest appears in the list.

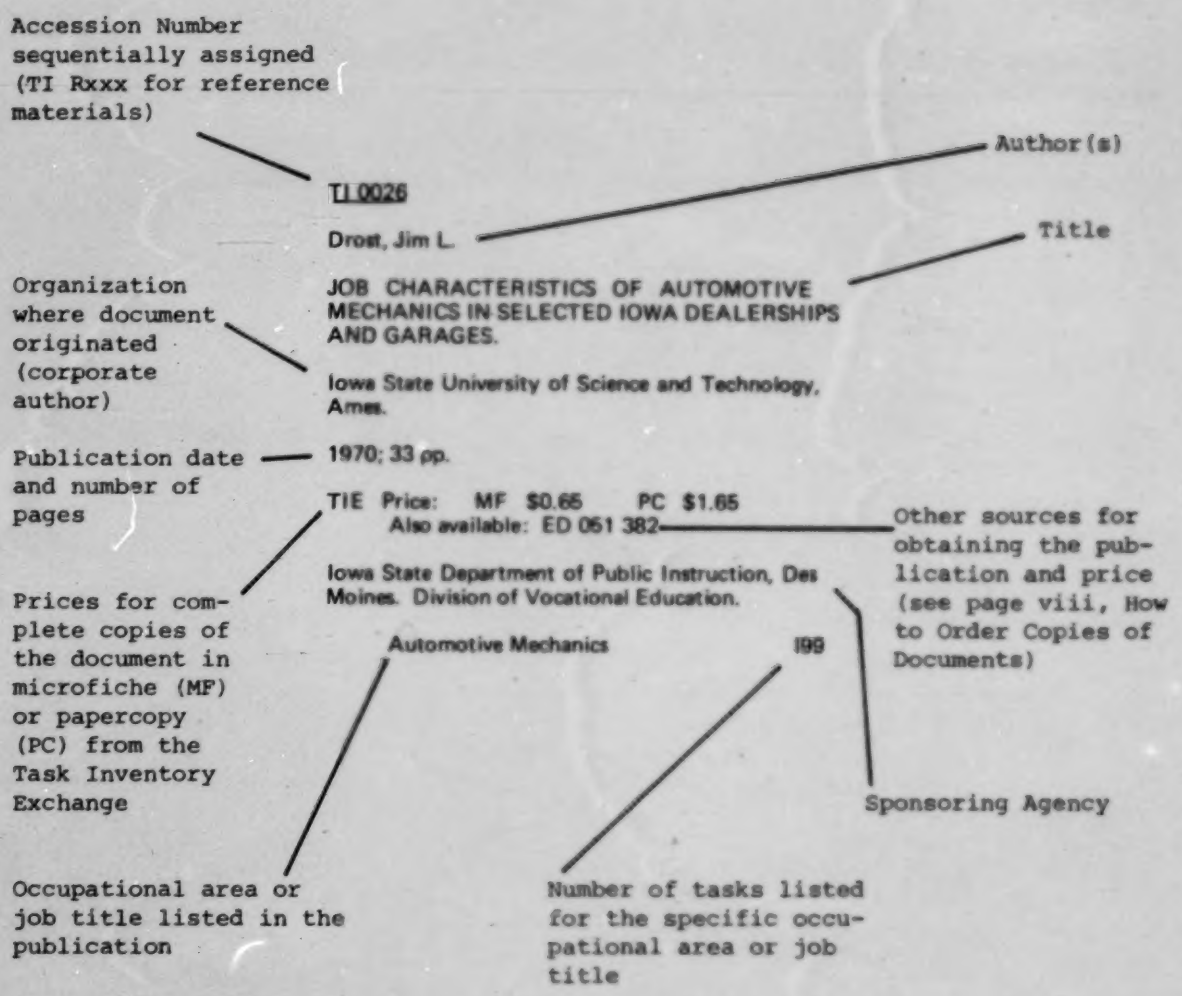
If you wish to order copies of the publication, look under TIE Price for the source of the publication (see How to Order Copies of Documents, page viii).

A personal and corporate Author Index, page 83, provides a quick reference for those who wish to determine if a particular author and/or institution/organization has task inventories listed in the directory.

The sample on the following page shows a typical citation for documents and identifies the various pieces of information provided in each citation within the directory.

To locate reference materials which themselves do not have task inventories, but do have information on task and job analyses/inventory creation methodologies, review the reference materials section (document listing and author index).

SAMPLE CITATION


Accession Number sequentially assigned (TI Rxxx for reference materials)
TI 0026
Author(s)
Drost, Jim L.
Title
JOB CHARACTERISTICS OF AUTOMOTIVE MECHANICS IN SELECTED IOWA DEALERSHIPS AND GARAGES.
Organization where document originated (corporate author)
Iowa State University of Science and Technology, Ames.
Publication date and number of pages
1970; 33 pp.
TIE Price: MF $0.65 PC $1.65
Also available: ED 051 382
Other sources for obtaining the publication and price (see page viii, How to Order Copies of Documents)
Prices for complete copies of the document in microfiche (MF) or papercopy (PC) from the Task Inventory Exchange
Iowa State Department of Public Instruction, Des Moines. Division of Vocational Education.
Automotive Mechanics
199
Sponsoring Agency
Occupational area or job title listed in the publication
Number of tasks listed for the specific occupational area or job title

HOW TO ORDER COPIES OF DOCUMENTS

Copies of documents listed in this directory may be obtained in several different ways and formats. To determine where copies may be obtained, in what format, and at what cost, always look at the "TIE Price" line in the first part of each citation.

This line will show you if the document is available from TIE; in what format (MF = microfiche; PC = papercopy) and the price of each format. Documents having a TIE Price may be obtained directly from the TASK INVENTORY EXCHANGE by sending a purchase order or letter, stating the TI number(s) and what format(s) the copies are to be in, to:

Task Inventory Exchange
The Center for Vocational Education
The Ohio State University
1960 Kenny Road
Columbus, Ohio 43210

Please note that papercopy reproductions of portions of any document available from TIE may be obtained at cost (minimum charge, $1.00). Write or call TIE for help in identifying the specific portions needed.

Documents showing "NOT AVAILABLE FROM TIE - WRITE" on the TIE Price line indicate where one must write to obtain a copy of the document. Such documents are usually copyrighted and available for sale. If a price is known, it will be shown.

Some documents may be available from multiple sources including TIE. In such an instance an "Also Available" statement indicates the sources by name and address or refers to an information system accession number. The numbers listed are, ED for the Educational Resources Information Center (ERIC) system and AD, for the National Technical Information Service (NTIS) system. Copies of documents available from these two systems may be obtained from local collections or from national reproduction services listed below:

ERIC: ERIC Document Reproduction Service
P.O. Box 190
Arlington, Virginia 22210
(703) 841-1212
[Refer to a copy of Resources (formerly Research) In Education (RIE) and/or write for ordering instructions.]

NTIS: National Technical Information Service
5285 Port Royal Road
Springfield, Virginia 22151
[Refer to a copy of Government Reports Index (GRI) or Government Reports Announcements (GRA) and/or write for ordering instructions.]

DOCUMENTS

TI 0078

Wright, Gayle W.; Vogler, Daniel E.; Curtis, Paul E.

HERE'S HOW: ON-JOB-TRAINING. AGRICULTURAL MECHANICS.

1972; 157 pp.

NOT AVAILABLE FROM TIE - WRITE
The Interstate Printers and Publishers, Incorporated,
Danville, Illinois 61832.

Agricultural Mechanics Agricultural Mechanics Parts Operation Agricultural Mechanics Parts Management Agricultural Mechanics Sales Operation Agricultural Mechanics Sales Management	514

TI 0079

Vogler, Daniel E.; Curtis, Paul E.; Wright, Gayle W.

HERE'S HOW: ON-JOB-TRAINING. AGRICULTURAL PRODUCTS. PROCESSING, MARKETING, AND SERVICES.

1972; 133 pp.

NOT AVAILABLE FROM TIE - WRITE
The Interstate Printers and Publishers, Incorporated,
Danville, Illinois 61832.

Grain, Seed and Specialty Crops	283
Livestock and Livestock Products	216
Livestock Supply	123

TI 0080

Curtis, Paul E.; Wright Gayle W.; Vogler, Daniel E.

HERE'S HOW: ON-JOB-TRAINING. ORNAMENTAL HORTICULTURE.

1972; 157 pp.

NOT AVAILABLE FROM TIE - WRITE
The Interstate Printers and Publishers, Incorporated,
Danville, Illinois 61832.

(cont.)

Arboriculture
Floriculture
Greenhouse Operation } 449

Nursery Operation
Landscaping
Turf Management } 393

TI 0081

Wright, Gayle W.; Curtis, Paul E.; Vogler, Daniel E.

HERE'S HOW: ON-JOB-TRAINING. AGRICULTURAL RESOURCES AND FORESTRY.

1972; 161 pp.

NOT AVAILABLE FROM TIE - WRITE
The Interstate Printers and Publishers, Incorporated,
Danville, Illinois 61832.

Agricultural Resources
Natural Resources } 489

TI 0082

Vogler, Daniel E.; Wright, Gayle W.; Curtis, Paul E.

HERE'S HOW: ON-JOB-TRAINING. AGRICULTURAL PRODUCTION.

1972; 134 pp.

NOT AVAILABLE FROM TIE - WRITE
The Interstate Printers and Publishers, Incorporated,
Danville, Illinois 61832.

Crop Production	121
Livestock Production	253
Agricultural Production Marketing	64
Agricultural Production Management	142

TI 0083

Curtis, Paul E.; Vogler, Daniel E.; Wright, Gayle W.

HERE'S HOW: ON-JOB-TRAINING. AGRICULTURAL SUPPLIES AND SERVICES.

1972; 112 pp.

(cont.)

NOT AVAILABLE FROM TIE - WRITE
The Interstate Printers and Publishers, Incorporated, Danville, Illinois 61832.

Agricultural Supplies and Services 384

TI 0084

MILITARY OCCUPATIONAL DATA BANK QUESTIONNAIRE. ENLISED DUTY MOS SURVEY. MOS-03B.

Military Occupational Research Division. U.S. Army Military Personnel Center.

1973; 51 pp.

NOT AVAILABLE FROM TIE - WRITE
U.S. Army Military Personnel Center, Military Occupational Research Division (DAPC-PMR); Attention: Technical Director, 2461 Eisenhower Avenue, Alexandria, Virginia 22331.

Performing Arts Specialist 602

TI 0085

MILITARY OCCUPATIONAL DATA BANK QUESTIONNAIRE. ENLISTED DUTY MOS SURVEY. MOS-34L.

Military Occupational Research Division. U.S. Army Military Personnel Center.

1973; 41 pp.

NOT AVAILABLE FROM TIE - WRITE
U.S. Army Military Personnel Center, Military Occupational Research Division (DAPC-PMR); Attention: Technical Director, 2461 Eisenhower Avenue, Alexandria, Virginia 22331.

Computer Peripheral Equipment Repairman 347

TI 0086

MILITARY OCCUPATIONAL DATA BANK QUESTIONNAIRE. ENLISTED DUTY MOS SURVEY. MOS-51B.

Military Occupational Research Division. U.S. Army Military Personnel Center.

(cont.)

1973; 54 pp.

NOT AVAILABLE FROM TIE - WRITE
U.S. Army Military Personnel Center, Military Occupational Research Division (DAPC-PMR); Attention: Technical Director, 2461 Eisenhower Avenue, Alexandria, Virginia 22331.

Carpentry 625

TI 0087

MILITARY OCCUPATIONAL DATA BANK QUESTIONNAIRE. ENLISTED DUTY MOS SURVEY. MOS-51M.

Military Occupational Research Division. U.S. Army Military Personnel Center.

1973; 47 pp.

NOT AVAILABLE FROM TIE - WRITE
U.S. Army Military Personnel Center, Military Occupational Research Division (DAPC-PMR); Attention: Technical Director, 2461 Eisenhower Avenue, Alexandria, Virginia 22331.

Firefighter 480

TI 0088

MILITARY OCCUPATIONAL DATA BANK QUESTIONNAIRE. ENLISTED DUTY MOS SURVEY. MOS-64C.

Military Occupational Research Division. U.S. Army Military Personnel Center.

1973; 50 pp.

NOT AVAILABLE FROM TIE - WRITE
U.S. Army Military Personnel Center, Military Occupational Research Division (DAPC-PMR); Attention: Technical Director, 2461 Eisenhower Avenue, Alexandria, Virginia 22331.

Motor Transport Operator 563

TI 0089

MILITARY OCCUPATIONAL DATA BANK QUESTIONNAIRE. ENLISTED DUTY MOS SURVEY. MOS-71L.

(cont.)

Military Occupational Research Division. U.S. Army Military Personnel Center.

1973; 56 pp.

NOT AVAILABLE FROM TIE - WRITE
U.S. Army Military Personnel Center, Military Occupational Research Division (DAPC-PMR); Attention: Technical Director, 2461 Eisenhower Avenue, Alexandria, Virginia 22331.

Administrative Specialist 580

TI 0090

MILITARY OCCUPATIONAL DATA BANK QUESTIONNAIRE. ENLISTED DUTY MOS SURVEY. MOS-73CDZ.

Military Occupational Research Division. U.S. Army Military Personnel Center.

1973; 52 pp.

NOT AVAILABLE FROM TIE - WRITE
U.S. Army Military Personnel Center, Military Occupational Research Division (DAPC-PMR); Attention: Technical Director, 2461 Eisenhower Avenue, Alexandria, Virginia 22331.

Pay Disbursing Specialist
Accounting Specialist
Finance Operations Chief } 632

TI 0091

MILITARY OCCUPATIONAL DATA BANK QUESTIONNAIRE. ENLISTED DUTY MOS SURVEY. MOS-76N.

Military Occupational Research Division. U.S. Army Military Personnel Center.

1973; 37 pp.

NOT AVAILABLE FROM TIE - WRITE
U.S. Army Military Personnel Center, Military Occupational Research Division (DAPC-PMR); Attention: Technical Director, 2461 Eisenhower Avenue, Alexandria, Virginia 22331.

Purchasing/Procurement Agent 278

TI 0092

MILITARY OCCUPATIONAL DATA BANK QUESTIONNAIRE. ENLISTED DUTY MOS SURVEY. MOS-94D.

Military Occupational Research Division. U.S. Army Military Personnel Center.

1973; 58 pp.

NOT AVAILABLE FROM TIE - WRITE
U.S. Army Military Personnel Center, Military Occupational Research Division (DAPC-PMR); Attention: Technical Director, 2461 Eisenhower Avenue, Alexandria, Virginia 22331.

Baker 441

TI 0093

POST-SECONDARY VOCATIONAL AUTOMOTIVE MECHANICS. A TEACHER'S OUTLINE FOR USE IN ORGANIZATION AND MANAGEMENT OF INSTRUCTION.

Mississippi State University, Curriculum Coordinating Unit for Vocational-Technical Education, State College, Mississippi.

1972; 143 pp.

NOT AVAILABLE FROM TIE - WRITE
Curriculum Coordinating Unit, Drawer DX, State College, Mississippi 39762.

Auto Mechanics 283

TI 0094

THE FLORIDA CATALOG OF OCCUPATIONAL EDUCATION OBJECTIVES. TRADE AND INDUSTRIAL OCCUPATIONS. AUTMOTIVE MECHANICS. POST-ELEMENTARY.

Florida State Department of Education, Tallahassee. Division of Vocational, Technical, and Adult Education. Florida Educational Research and Development Program.

1973; 373 pp.

NOT AVAILABLE FROM TIE - WRITE
Department of Education, Tallahassee, Florida.

Auto Mechanics 354

TI 0095

Rahmlow, Harold; Kiehn, Shirley

A SURVEY AND ANALYSIS OF MAJOR TASKS, KNOWLEDGES ASSOCIATED WITH WORK IN CHILD CARE OCCUPATIONS. FINAL REPORT.

Washington State University, Pullman.

1967; 42 pp.

TIE Price: MF $0.65 PC $6.30
Also Available: ED 021 066

U.S. Department of Health, Education, and Welfare, Washington, D.C. 20202.

Child Care 74

TI 0096

Ertel, Kenneth A.

IDENTIFICATION OF MAJOR TASKS PERFORMED BY MERCHANDISING EMPLOYEES WORKING IN THREE STANDARD INDUSTRIAL CLASSIFICATIONS OF RETAIL ESTABLISHMENT.

Idaho University, Moscow.

1966; 117 pp.

TIE Price: MF $0.65 PC $17.55
Also Available: ED 010 657

Retail Merchandising, Supervisory 196
Retail Merchandising, Non-Supervisory 225

TI 0097

Bakamis, William; and others

IDENTIFICATION OF TASK AND KNOWLEDGE CLUSTERS ASSOCIATED WITH PERFORMANCE OF MAJOR TYPES OF BUILDING TRADES WORK. REPORT NUMBER 7.

Washington State University, Pullman.

1966; 184 pp.

(cont.)

TIE Price: MF $0.65 PC $27.60
Also Available: ED 010 658

Washington State Board for Vocational Education, Olympia.

Bricklaying/Masonry	12
Carpentry	46
Cement/Concrete	12
Electrician	29
Ironwork	9
Painting/Paper Hanging	5
Plastering	7
Plumbing/Pipe Fitting	38
Roofing	10
Sheet Metal	11

TI 0098

Allen, David; and others

A STUDY OF THE FIREMAN'S OCCUPATION.

California State Department of Education, Sacramento. Bureau of Industrial Education, California University, Los Angeles, Division of Vocational Education.

1968; 435 pp.

TIE Price: MF $0.65 PC $65.25
Also Available: ED 021 551

Chief Assistant Chief Battalion Chief	71
Captain	438
Engineer Fireman Fire Prevention Inspector Alarm Operator	365
Mechanic	363

TI 0099

Morsh, Joseph E.

EVOLUTION OF A JOB INVENTORY AND TRYOUT OF TASK RATING FACTORS.

(cont.)

Personnel Research Laboratory, Lackland Air Force Base, Texas.

1965; 36 pp.

TIE Price: MF $0.65 PC $5.40
Also Available: Personnel Research Lab, Lackland Air Force Base, Texas. Aerospace Medical Division.

Personnel 68

TI 0100

Sharron, Christine W.

A MANAUL FOR COSMETOLOGY INSTRUCTORS.

Florida State Department of Education, Tallahassee Division of Vocational, Technical and Adult Education.

1971; 712 pp.

TIE Price: MF $0.65 PC $35.60

Cosmetology 250

TI 0101

Goldsmith, Katherine L.; Jensen, Mary E.; Wood, Lucille A.; Zimmerman, Don

A STUDY OF NURSING OCCUPATIONS.

California University, Los Angeles. Division of Vocational Education. Allied Health Professions Project.

1970; 121 pp.

TIE Price: MF $0.65 PC $6.05
Also Available: ED 041 149

Registered Nurse
Licensed Vocational Nurse } 317
Nurses' Aide

TI 0102

Freeland, Thomas E.

(cont.)

A STUDY OF THE OCCUPATION OF ELECTROENCEPHALOGRAPHIC TECHNICIAN.

California University, Los Angeles, Division of Vocational Education. Allied Health Professions Project.

1970; 68 pp.

TIE Price: MF $0.65 PC $3.40
Also Available: ED 041 150

Office of Education (DHEW), Washington, D.C.

Electroencephalographic Technician 102

TI 0103

Kuritsky, Joan; Goldsmith, Katherine L.

A STUDY OF AN EMERGING OCCUPATION: THE GASTROENTEROLOGY ASSISTANT.

California University, Los Angeles. Division of Vocational Education. Allied Health Professions Project.

1970; 45 pp.

TIE Price: MF $0.65 PC $2.25
Also Available: ED 041 152

U.S. Department of Health, Education, and Welfare.

Gastroenterology Assistant 49

TI 0104

Kingston, Richard D.; Freeland, Thomas E.

DENTAL AUXILIARY OCCUPATIONS. TASK ANALYSIS DATA.

California University, Los Angeles. Division of Vocational Education. Allied Health Professions Project.

1970; 109 pp.

TIE Price: MF $0.65 PC $5.45
Also Available: ED 041 153

Office of Education (DHEW), Washington, D.C.

Dental Assistant 158
Dental Laboratory Technician 118
Dental Hygienist 172

TI 0105

Gosman, Minna L.; Krishnamurty, G. P.; Reeder, Glenn; Goldsmith, Katherine L.; Henrich, Robert L.

NURSING UNIT ADMINISTRATION (WARD ADMINISTRATION). OCCUPATIONAL ANALYSIS.

California University, Los Angeles. Division of Vocational Education. Allied Health Professions Project.

1971; 93 pp.

TIE Price: MF $0.65 PC $4.65
Also Available: ED 069 898

U.S. Office of Education, Bureau of Research, Department of Health, Education, and Welfare, Washington, D.C.

Nursing Unit Administrator
Ward Administrator
} 169

TI 0106

Cullen, Thomas D.; Henrich, Robert R.

A SURVEY OF PRACTICES IN HOSPITAL PHARMACIES.

California University, Los Angeles. Division of Vocational Education. Allied Health Professions Project.

1971; 102 pp.

TIE Price: MF $0.65 PC $5.10
Also Available: ED 069 900

U.S. Office of Education, Bureau of Research, Department of Health, Education, and Welfare, Washington, D.C.

Pharmacy Technician
Pharmacy Helper
} 84

TI 0107

Kuritsky, Joel; Reeder, Glenn

A REPORT ON AN EMERGING OCCUPATION: THE PHYSICIAN'S ASSISTANT.
(cont.)

California University, Los Angeles. Division of Vocational Education. Allied Health Professions Project.

1971; 38 pp.

TIE Price: MF $0.65 PC $1.90
Also Available: ED 069 901

U.S. Office of Education, Bureau of Research, Department of Health, Education, and Welfare, Washington, D.C.

Physician's Assistant 65

TI 0108

Reeder, Glenn; Freeland, Thomas E.; Ott, Ted; Sapp Regionald N.C.

HOSPITAL RADIOLOGIC TECHNOLOGIST. OCCUPATIONAL ANALYSIS.

California University, Los Angeles. Division of Vocational Education. Allied Health Professions Project.

1972; 87 pp.

TIE Price: MF $0.65 PC $4.35
Also Available: ED 069 902

U.S. Office of Education, Bureau of Research, Department of Health, Education, and Welfare, Washington, D.C.

Radiologic Technologist
Darkroom Attendant } 195

TI 0109

Dicicco, Earl O.

MEDICAL OFFICE ASSISTANT. OCCUPATIONAL ANALYSIS.

California University, Los Angeles. Division of Vocational Education. Allied Health Professions Project.

1971; 103 pp.

TIE Price: MF $0.65 PC $5.15
Also Available: ED 069 903

U.S. Office of Education, Bureau of Research, Department of Health, Education, and Welfare, Washington, D.C.

Medical Office Assistant 230

TI 0110

Taub, Howard; Freeland, Thomas; Goldsmith, Katherine L.

A STUDY OF THE CLINICAL LABORATORY OCCUPATIONS.

California University, Los Angeles. Division of Vocational Education. Allied Health Professions Project.

1971; 141 pp.

TIE Price: MF $0.65 PC $7.05
Also Available: ED 069 904

U.S. Office of Education, Bureau of Research, Department of Health, Education, and Welfare, Washington, D.C.

Medical Technologist
Clinical Laboratory Technologist } 530

TI 0111

Gosman, Minna L.; Krishnamurty, G. B.

HOSPITAL FOOD SERVICE DEPARTMENT. OCCUPATIONAL ANALYSIS.

California University, Los Angeles. Division of Vocational Education. Allied Health Professions Project.

1971; 84 pp.

TIE Price: MF $0.65 PC $4.20
Also Available: Division of Vocational Education, Allied Health Professions Projects, 1003 Wilshire Boulevard, Santa Monica, California 90401.

U.S. Department of Education, Bureau of Research, Department of Health, Education, and Welfare, Washington, D.C.

Food Production Supervisor
Food Service Supervisor
Assistant Dietitian
Dietitian
Food Service Administrator } 24?

TI 0112

Cullen, Thomas D.; Henrich, Robert R.; Najam, Merchant.

(cont.)

ENGINEERING MAINTENANCE. OCCUPATIONAL ANALYSIS.

California University, Los Angeles. Division of Vocational Education. Allied Health Professions Project.

1971; 114 pp.

TIE Price: MF $0.65 PC $5.70
Also Available: Division of Vocational Education, Allied Health Professions Projects, 1003 Wilshire Boulevard, Santa Monica, California 90401.

U.S. Department of Education, Bureau of Research, Department of Health, Education, and Welfare, Washington, D.C.

Maintenance Superintendent Maintenance Supervisor Maintenance Worker	386

TI 0113

Freeland, Thomas E.; Goldsmith, Katherine L.

RESPIRATORY CARE/INHALATION THERAPY TASK ANALYSIS DATA.

California University, Los Angeles. Division of Vocational Education. Allied Health Professions Project.

1971; 96 pp.

TIE Price: MF $0.65 PC $4.80
Also Available: Division of Vocational Education, Allied Health Professions Projects, 1003 Wilshire Boulevard, Santa Monica, California 90401.

U.S. Office of Education, Bureau of Research, Department of Health, Education, and Welfare, Washington, D.C.

Inhalation Therapy Respiratory Care	144

TI 0114

TASK INVENTORIES

California University, Los Angeles. Division of Vocational Education. Allied Health Professions Project.

(cont.)

1971; 223 pp.

TIE Price: $0.65 PC $11.15
Also Available: Division of Vocational Education, Allied Health Professions Project, 1003 Wilshire Boulevard, Santa Monica, California 90401.

U.S. Office of Education, Bureau of Research, Department of Health, Education, and Welfare, Washington, D.C.

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TI 0115

Anderson, Miles H.

DEVELOPMENT AND VALIDATION OF INSTRUCTIONAL PROGRAMS FOR THE ALLIED HEALTH OCCUPATIONS. FINAL REPORT.

California University, Los Angeles. Division of Vocational Education. Allied Health Professions Project.

1973; 241 pp.

TIE Price: MF $0.65 PC $12.00
Also Available: ED 090 370

(cont.)

U.S. Office of Education, Bureau of Research, Department of Health, Education, and Welfare, Washington, D.C.

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TI 0116

TRADE PREPARATORY TRAINING GUIDE. APPLIANCE REPAIR. RADIO AND TELEVISION.

Nebraska State Department of Education, Lincoln. Division of Vocational Education.

54 pp.

TIE Price: MF $0.65 PC $2.70
Also Available: Nebraska Department of Education, Division of Vocational Education, 233 South Tenth Street, Lincoln, Nebraska 68508.

Appliance Repair 95
Radio/Television 66

TI 0117

TRADE PREPARATORY TRAINING GUIDE. WELDING AND CUTTING.

Nebraska Department of Education, Lincoln. Division of Vocational Education.

92 pp.

TIE Price: MF $0.65 PC $4.60
Also Available: Nebraska Department of Education, Division of Vocational Education, 233 South Tenth Street, Lincoln, Nebraska 68508.

Welding and Cutting 239

TI 0118

TRADE PREPARATORY TRAINING GUIDE. MACHINE SHOP.

Nebraska State Department of Education, Lincoln. Division of Vocational Education.

30 pp.

(cont.)

TIE Price: MF $0.65 PC $1.50
Also Available: Nebraska Department of Education, Division of Vocational Education, 233 South Tenth Street, Lincoln, Nebraska 68508.

Machine Shop 70

TI 0119

TRADE PREPARATORY TRAINING GUIDE. GRAPHIC ARTS.

Nebraska State Department of Education, Lincoln. Division of Vocational Education.

47 pp.

TIE Price: MF $0.65 PC $2.35
Also Available: Nebraska Department of Education, Division of Vocational Education, 233 South Tenth Street, Lincoln, Nebraska 68508

Graphic Arts 138

TI 0120

TRADE PREPARATORY TRAINING GUIDE. FOUNDRY.

Nebraska State Department of Education, Lincoln. Division of Vocational Education.

25 pp.

TIE Price: MF $0.65 PC $1.25
Also Available: Nebraska Department of Education, Division of Vocational Education, 233 South Tenth Street, Lincoln, Nebraska 68508.

Foundry 30

TI 0121

TRADE PREPARATORY TRAINING GUIDE. DRAFTING.

Nebraska State Department of Education, Lincoln. Division of Vocational Education.

27 pp.

(cont.)

TIE Price: MF $0.65 PC $1.35
Also Available: Nebraska Department of Education, Division of Vocational Education, 233 South Tenth Street, Lincoln, Nebraska 68508.

Drafting 66

TI 0122

TRADE PREPARATORY TRAINING GUIDE. COMMUNICATIONS AND INDUSTRIAL ELECTRONICS.

Nebraska State Deparment of Education, Lincoln. Division of Vocational Education.

62 pp.

TIE Price: MF $0.65 PC $3.10
Also Available: Nebraska Department of Education, Division of Vocational Education, 233 South Tenth Street, Lincoln, Nebraska 68508.

Communication Electronics 60
Industrial Electronics 85

TI 0123

TRADE PREPARATORY TRAINING GUIDE. AUTO MECHANICS.

Nebraska State Department of Education, Lincoln. Division of Vocational Education.

33 pp.

TIE Price: MF $0.65 PC $1.65
Also Available: Nebraska Department of Education, Division of Vocational Education, 233 South Tenth Street, Lincoln, Nebraska 68508.

Auto Mechanics 119

TI 0124

MINIMUM LEVELS OF TECHNICAL COMPETENCY STANDARDS OF BUSINESS AND OFFICE EDUCATION PROGRAMS IN NEBRASKA. FINAL REPORT.

Nebraska State Department of Education, Lincoln. Division of Vocational Education.

(cont.)

1974; 58 pp.

TIE Price: MF $0.65 PC $2.90
Also Available: Nebraska State Department of Education, Division of Vocational Education, 233 South Tenth Street, Lincoln, Nebraska 68508.

Accounting	51
Data Processing	28
General Office	32
Information Communication	17
Stenographic/Secretarial	40
Supervisory/Administrative/Management	22
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TI 0125

NURSERY MANAGEMENT. JOB ENTRY TASK IDENTIFICATION SHEET.

Delaware University, College of Education.

9 pp.

TIE Price: MF $0.65 PC $0.45
Also Available: College of Education, University of Delaware, Newark, Delaware 19711.

Nursery Management	103

TI 0126

DATA PROCESSING. JOB ENTRY TASK IDENTIFICATION SHEET.

Delaware University, College of Education.

4 pp.

TIE Price: MF $0.65 PC $0.20
Also Available: College of Education, University of Delaware, Newark, Delaware 19711.

Data Processing	45

TI 0127

FOOD SERVICE EMPLOYEE. JOB IDENTIFICATION.

(cont.)

Delaware University, College of Education.

4 pp.

TIE Price: MF $0.65 PC $0.20
Also Available: College of Education, University of Delaware, Newark, Delaware 19711.

Food Service 49

TI 0128

TASK IDENTIFICATION. HEALTH OCCUPATIONS.

Delaware University, College of Education.

6 pp.

TIE Price: MF $0.65 PC $0.30
Also Available: College of Education, University of Delaware, Newark, Delaware 19711.

Health Occupations 153

TI 0129

METALS FABRICATION. JOB ENTRY TASK IDENTIFICATION SHEET.

Delaware University, College of Education.

13 pp.

TIE Price: MF $0.65 PC $0.65
Also Available: College of Education, University of Delaware, Newark, Delaware 19711.

Metal Fabrication 113

TI 0130

POWER TRANSPORTATION. JOB ENTRY TASK IDENTIFICATION SHEET. SMALL ENGINES.

Delaware University, College of Education.

15 pp.

(cont.)

TIE Price: MF $0.65 PC $0.75
Also Available: College of Education, University of Delaware, Newark, Delaware 19711.

Power Transportation 158

TI 0131

CARPENTRY. JOB ENTRY TASK IDENTIFICATION SHEET.

Delaware University, College of Education.

10 pp.

TIE Price: MF $0.65 PC $0.50
Also Available: College of Education, University of Delaware, Newark, Delaware 19711.

Carpentry 90

TI 0132

CONSTRUCTION. JOB ENTRY TASK VERIFICATION.

Delaware University, College of Education.

3 pp.

TIE Price: MF $0.65 PC $0.15
Also Available: College of Education, University of Delaware, Newark, Delaware 19711.

Construction 39

TI 0133

AGRICULTURE. JOB ENTRY TASK VERIFICATION.

Delaware University, College of Education.

4 pp.

TIE Price: MF $0.65 PC $0.20
Also Available: College of Education, University of Delaware, Newark, Delaware 19711.

Agriculture 67

TI 0134

VERIFIED TASK LIST IN SUGGESTED LEARNING ORDER. ELECTROMECHANICAL.

Delaware University, College of Education.

4 pp.

TIE Price: MF $0.65 PC $0.20
Also Available: College of Education, University of Delaware, Newark, Delaware 19711.

Electromechanical 69

TI 0135

CHILD CARE SERVICES

Delaware University, College of Education.

4 pp.

TIE Price: MF $0.65 PC $0.20
Also Available: College of Education, University of Delaware, Newark, Delaware 19711.

Child Care Services 57

TI 0136

Bensen, James M.; and others

THE INDUSTRIAL EDUCATION TEACHER'S PROFESSIONAL TASKS.

Wisconsin University, Stout, Menomonie

1974; 70 pp.

TIE Price: MF $0.65 PC $3.50
Also Available: Wisconsin University, School of Industry and Technology. Department of Industrial Teacher Education, Stout, Menomonie 54751.

Teacher Education (Industrial Education) 327

TI 0137

BUILDING CONSTRUCTION. INDIVIDUAL STUDY GUIDE. VOLUME 2.

Missouri University, Columbia. Department of Practical Arts and Vocational-Technical Education.

18 pp.

TIE Price: MF $0.65 PC $0.90
Also Available: Instructional Materials Laboratory, 8 Industrial Education Building, University of Missouri-Columbia, Columbia, Missouri 65201.

Construction 99

TI 0138

AUTO MECHANICS. INDIVIDUAL STUDY GUIDE. VOLUME 1.

Missouri University, Columbia. Department of Practical Arts and Vocational-Technical Education.

4 pp.

TIE Price: MF $0.65 PC $0.20
Also Available: Instructional Materials Laboratory, 8 Industrial Education Building, University of Missouri-Columbia, Columbia, Missouri 65201.

Auto Mechanics 42

TI 0139

AUTO MECHANICS. INDIVIDUAL STUDY GUIDE. VOLUME 2.

Missouri University, Columbia. Department of Practical Arts and Vocational-Technical Education.

7 pp.

TIE Price: MF $0.65 PC $0.35
Also Available: Instructional Materials Laboratory, 8 Industrial Education Building, University of Missouri-Columbia, Columbia, Missouri 65201.

Auto Mechanics 82

TI 0140

Steidle, Rose E.

CONTINUITY OF HOUSEHOLD WORK.

Cornell University. New York State College of Home Economics.

1963; 20 pp.

TIE Price: MF $0.65 PC $1.00
Also Available: New York State College of Home Economics, Agricultural Experiment Station, Cornell University, Ithaca, New York.

Homemaking 19

TI 0141

Maloch, Francille

PROPERTIES, QUALITIES, AND CHARACTERISTICS OF MOST AND LEAST LIKED HOUSEHOLD TASKS.

Cornell University. New York State College of Home Economics.

1963; 19 pp.

TIE Price: MF $0.65 PC $0.95
Also Available: New York State College of Home Economics, Agricultural Experiment Station, Cornell University, Ithaca, New York.

Homemaking 25

TI 0142

Shipley, Anna Frances

ANALYSIS OF TASKS IN THREE HOME RELATED OCCUPATIONS.

Iowa State University of Science and Technology, Ames, Iowa.

1967; 101 pp.

TIE Price: MF $0.65 PC $5.05
Also Available: ED 026 484 and Iowa State University of Science and Technology, Ames, Iowa.

Homemaker/Home Health Aide
Hotel/Motel Housekeeping Aide
Nursing Home Housekeeping Aide } 233

TI 0143

SWINE FARMER

The Ohio State University, Columbus. Agricultural Education Department.

22 pp.

TIE Price: MF $0.65 PC $1.10
Also Available: Agricultural Education Department, The Ohio State University, Columbus, Ohio.

Swine Farmer 286

TI 0144

DAIRY FARMER

The Ohio State University, Columbus. Agricultural Education Department.

24 pp.

TIE Price: MF $0.65 PC $1.20
Also Available: Agricultural Education Department, The Ohio State University, Columbus, Ohio.

Dairy Farmer 312

TI 0145

CATTLE FARMER

The Ohio State University, Columbus. Agricultural Education Department.

21 pp.

TIE Price: MF $0.65 PC $1.05
Also Available: Agricultural Education Department, The Ohio State University, Columbus, Ohio.

Cattle Farmer 280

TI 0146

HORSE FARM HAND

The Ohio State University, Columbus. Agricultural Education Department.

15 pp.

TIE Price: MF $0.65 PC $0.75
Also Available: Agricultural Education Department, The Ohio State University, Columbus, Ohio.

Horse Farm Hand 171

TI 0147

IDENTIFICATION OF TASKS IN HOME ECONOMICS RELATED OCCUPATIONS. INSTITUTIONAL AND HOUSEHOLD MAINTENANCE.

Iowa State University of Science and Technology, Ames. Department of Home Economics.

1974; 174 pp.

TIE Price: MF $0.65 PC $8.70
Also Available: State Director, Career Education Division, Department of Public Instruction, Grimes State Office Building, Des Moines, Iowa 50319.

Office of Education (DHEW), Washington, D.C.

Custodians 130
Housekeeping, Executive 54
Homemaker/Home Health Aides 108
Housekeeping Aide, Hospital 84
Housekeeping Aides, Hotel/Motel 74
Housekeeping, Directors 54
Housekeeping Aides, Nursing Home 106
Maids, Residential 131
Housekeeping, Supervisors 54

TI 0148

IDENTIFICATION OF TASKS IN HOME ECONOMICS RELATED OCCUPATIONS. CARE/DEVELOPMENT OF CHILDREN. PARAPROFESSIONAL CHILD CARE OCCUPATIONS IN IOWA.

(cont.)

Iowa State University of Science and Technology, Ames. Department of Home Economics.

1974; 120 pp.

TIE Price: MF $0.65 PC $6.00
Also Available: State Director, Career Education Division, Department of Public Instruction, Grimes State Office Building, Des Moines, Iowa 50319.

Office of Education (DHEW), Washington, D.C.

Day Care Mothers	246
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Houseparents	246
Nursery School/Day Care Center Director/Teacher	249
Nursery School/Day Care Center Teacher Aide/Assistant	224

TI 0149

IDENTIFICATION OF TASKS IN HOME ECONOMICS RELATED OCCUPATIONS. FAMILY AND COMMUNITY SERVICES.

Iowa State University of Science and Technology, Ames. Department of Home Economics.

1974; 153 pp.

TIE Price: MF $0.65 PC $7.65
Also Available: State Director, Career Education Division, Department of Public Instruction, Grimes State Office Building, Des Moines, Iowa 50319.

Office of Education (DHEW), Washington, D.C.

Counselors on Alcoholism	37
Deputy Juvenile Probation Officer Aide	26
Family Management Service	18
Family Planning Health Aides	47
Management Aides, Low-Income Housing Project	42
Visiting Homemaker, Homemaker Home/Health Aide	118

TI 0150

IDENTIFICATION OF TASKS IN HOME ECONOMICS RELATED OCCUPATIONS. INTERIOR DESIGNING AND FURNISHINGS.

Iowa State University of Science and Technology, Ames. Department of Home Economics.

1974; 107 pp.

TIE Price: MF $0.65 PC $5.35
Also Available: State Director, Career Education Division, Department of Public Instruction, Grimes State Office Building, Des Moines, Iowa 50319.

Office of Education (DHEW), Washington, D.C.

Assistant Interior Designers	65
Drapery Makers	86
Floor Mechanics	65
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TI 0151

IDENTIFICATION OF TASKS IN HOME ECONOMICS RELATED OCCUPATIONS. FOOD SERVICE.

Iowa State University of Science and Technology, Ames. Department of Home Economics.

1974; 269 pp.

TIE Price: MF $0.65 PC $13.45
Also Available: State Director, Career Education Division, Department of Public Instruction, Grimes State Office Building, Des Moines, Iowa 50319.

Office of Education (DHEW), Washington, D.C.

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TI 0152

IDENTIFICATION OF TASKS IN HOME ECONOMICS RELATED OCCUPATIONS. CLOTHING, APPAREL, AND TEXTILE SERVICES.

(cont.)

Iowa State University of Science and Technology, Ames. Department of Home Economics.

1974; 121 pp.

TIE Price: MF $0.65 PC $6.05
Also Available: State Director, Career Education Division, Department of Public Instruction, Grimes State Office Building, Des Moines, Iowa 50319.

Office of Education (DHEW), Washington, D.C.

Alteration Specialists	71
Dry Cleaners	32
Fabric Specialists	49
Tailors	55
Launderers	34

TI 0153

Hill, Clair S.

A COMPUTERIZED TASK INVENTORY SYSTEM FOR PROVIDING CURRICULUM CONTENT. FINAL REPORT.

Northern Arizona University, Flagstaff.

1974; 37 pp.

TIE Price: MF $0.65 PC $1.85
Also Available: Northern Arizona University, Flagstaff, Arizona 86001

Carpentry	162

TI 0154

Doll, Richard E.

NAVAL FLIGHT OFFICER FUNCTION ANALYSIS. COMMONALITY OF OPERATIONAL FUNCTIONS. FINAL REPORT.

Naval Aerospace Medical Research Laboratory, Pensacola, Florida.

1973; 161 pp.

(cont.)

TIE Price: MF $0.65 PC $8.05
Also Available: Naval Aerospace and Regional Medical Research Laboratory, Pensacola, Florida 32512.

Communicator/Coordinator	198
Navigator	157
Tactician	157
Sensor Manager	261
Weapons Manager	111
Assessor of Systems	58

TI 0155

XEROX TECHNICAL REPRESENTATIVE TASK ANALYSIS QUESTIONNAIRE (TR FORM).

Xerox Corporation, Leesburg, Virginia International Center for Training and Management Development.

1974; 19 pp.

TIE Price: MF $0.65 PC $0.95
Also Available: Xerox Corporation, Leesburg, Virginia. International Center for Training and Management Development.

Xerox Technical-Representative	78

TI 0156

Clark, Raymond M.

VOCATIONAL COMPETENCIES NEEDED FOR EMPLOYMENT IN THE FEED INDUSTRY. EDUCATIONAL RESEARCH SERIES, NUMBER 22.

Bureau of Educational Research Services, East Lansing, Michigan.

1965; 142 pp.

TIE Price: MF $0.65 PC $7.10
Also Available: ED 012 299 and Bureau of Educational Research Services, College of Education, Michigan State University, East Lansing, Michigan.

Michigan State All-University Research Fund

Feed Industry	202

TI 0157

Goldfien, Judy; and others

THE DEFINITION AND CLASSIFICATION OF SECRETARIAL OCCUAPATIONS AT CHASE MANHATTAN BANK: AN ANALYTICAL APPROACH.

Chase Manhattan Bank, New York. Personnel Plans and Analysis Division.

142 pp.

TIE Price: MF $0.65 PC $7.10
Also Available: Personnel Plans and Analysis Division, Chase Manhatten Bank, New York.

Secretarial 101

TI 0158

HUMAN RESOURCES MANAGEMENT. SUPPORT TEAM MEMBER. BACKGROUND INFORMATION. TASK INVENTORY.

Center for Research and Education, Denver, Colorado.

29 pp.

TIE Price: MF $0.65 PC $1.45
Also Available: Center for Research and Education, Denver, Colorado.

Human Resources, Management Support Team Member 181

TI 0159

Curtis, Samuel M.

EDUCATION IN AGRICULTURE FOR THE EDUCATIONALLY DISADVANTAGED (School Unit 4-10-14-720-1). PROJECT NUMBER 1. VOLUME 15.

Pennsylvania State University, University Park. Department of Agricultural Education.

1974; 56 pp.

(cont.)

TIE Price: MF $0.65 PC $2.80
Also Available: Pennsylvania Department of Education, Bureau of Vocational-Technical and Continuing Education, Research Coordinating Unit, Harrisburg, Pennsylvania 17126.

Ornamental Horticulture 28
Electrical Services 40

TI 0160

TASK ANALYSIS: OCCUPATIONAL SAFETY AND HEALTH COMPLIANCE OFFICER. U.S. DEPARTMENT OF LABOR.

Human Resources Research Organization, Alexandria, Virginia.

1971; 25 pp.

TIE Price: MF $0.65 PC $1.25
Also Available: Human Resources Research Organization, Division Number 1, 300 N. Washington Street, Alexandria, Virginia 22314.

Occupational Safety/Health Compliance Officer 375

TI 0161

THE ECONOMICS OF CLEAN WATER. VOLUME III.

1970; 484 pp.

TIE Price: MF $0.65 PC $24.20
Also Available: Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 ($3.50)

U.S. Department of the Interior, Federal Water Pollution Control Administration.

Water Treatment 859

TI 0162

Robinson, Phyllis C., ed.

CURRICULUM PLANNING FOR UNDERGRADUATE TRAINING IN GERONTOLOGY 1971-1972.

(cont.)

Institute on Gerontology, Office of Experimental Programs, Federal City College.

1973; 173 pp.

TIE Price: MF $0.65 PC $8.65
Also Available: ED 083 911 and Institute on Gerontology, Office of Experimental Programs, Federal City College, 1343 H Street, NW, Washington, D.C. 20005.

The Administration on Aging. Department of Health, Education, and Welfare.

Gerontology	61

TI 0163

EMPLOYABILITY PROFILES MANUAL (SKILLS LISTS). JULY 1973.

Student Placement Office. Division of Occupational Education, Nassau Boces, New York.

1973; 262 pp.

TIE Price: MF $0.65 PC $13.10
Also Available: The Student Placement Office. Division of Occupational Education, Nassau Boces, New York.

Animal Care	43
Architectural Drafting	37
Auto Body Repair	36
Automatic Heating	48
Auto Mechanics	348
Aviation Maintenance	127
Baking	32
Banking	24
Bookkeeping Machines	24
Building Construction	72
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Commercial Art	61
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Diesel Engine Mechanics	58
Distributive Education	81
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Floral Design	55
Grooming	76
Health Careers	62
Health Services	74
Machine Shop	79
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Marine Maintenance	50
Masonry/Bricklaying	71
Medical Assisting	198
Medical Laboratory Assistant	75
Office Practice	59
Offset Printing	74
Plumbing Maintenance	63
Practical Nursing	171
Radio and Television Services	73
Retail Business Management	82
Sheet Metal Fabrication	76
Small Engine Repair	75
Technical and Industrial Electronics	146
Drafting, Trade	65
Electricity, Trade	97
Travel Services	98
Welding	115

TI 0164

Clark, Raymond; Meaders, Donald

FUNCTION APPROACH TO IDENTIFYING CURRICULAR CONTENT APPROPRIATE TO VOCATIONAL-TECHNICAL EDUCATION PROGRAMS.

Michigan State University, East Lansing. Department of Secondary Education and Curriculum.

1968; 24 pp.

TIE Price: MF $0.65 PC $1.20
Also Available: Michigan State University, East Lansing. College of Education, Department of Secondary Education and Curriculum.

Feed Industry 9

TI 0165

Long, Gilbert A., ed.

ORNAMENTAL HORTICULTURE. AN INTEGRATED CURRICULUM GUIDE FOR ORNAMENTAL HORTICULTURE.

Utah State University, Logan. Department of Agricultural Education.

1972; 33 pp.

TIE Price: MF $0.65 PC $1.65
Also Available: Utah State University, Logan. Department of Agricultural Education and Division of Vocational-Technical Education.

Utah State Board for Vocational Education, Salt Lake City.

Athletic Field Groundskeeper	10
Flower Shop Worker	11
Carden Center Employee	12
Greenhouse Worker	25
Greensworker	8
Groundskeeper	8
Landscape Gardener	16
Nursery Worker and Landscape Assistant	9

TI 0166

Long, Gilbert A.; Hatch, Keith W., eds.

AGRICULTURAL MECHANIZATION. AN INTEGRATED POST-SECONDARY CURRICULUM GUIDE.

Utah State University, Logan. Department of Agricultural Education.

1972; 29 pp.

TIE Price: MF $0.65 PC $1.45
Also Available: Utah State University, Logan. Department of Agricultural Education and Division of Vocational-Technical Education.

Utah State Board for Vocational Education, Salt Lake City.

(cont.)

Apprentice Mechanic	4
Deliveryman	2
Journeyman Mechanic	7
Machinery Assemblyman	4
Painter's Helper	5
Parts Manager	9
Parts Stockman	9
Sales Trainee	5
Service Manager	10
Steam Cleaner	4
Yard Maintenanceman	5

TI 0167

Beckstrom, Leland; and others

JOB ANALYSIS AND INSTRUCTIONAL BEHAVIORAL OBJECTIVES FOR NATURAL RESOURCES OCCUPATIONS.

Utah State University, Logan. Department of Agricultural Education.

1974; 46 pp.

TIE Price: MF $0.65 PC $2.30
Also Available: Utah State University, Logan. Department of Agricultural Education.

Natural Resources 139

TI 0168

McKnight, James A.; McClelland, Carolyn M.; Berry, Mary E.

THE SELECTION AND TRAINING OF SCHOOL BUS DRIVERS.

Human Resources Research Organization (HumRRO), 300 North Washington Street, Alexandria, Virginia 22314.

1971; 241 pp.

TIE Price: MF $0.65 PC $12.05
Also Available: Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 ($2.00, No. 5003-0043).

Department of Transportation, National Highway Traffic Safety Administration, Washington, D.C. 20950.

School Bus Driver 285

TI 0169

SKILL ANALYSIS. MOTOR VEHICLE MECHANIC.

Ministry of Education, Technical Education Department. Republic of China, Singapore.

39 pp.

TIE Price: MF $0.65 PC $1.95

Motor Vehicle Mechanic	365

TI 0170

STUDENT PERFORMANCE OBJECTIVES WORKSHEET.

The Ohio State University, Columbus. Department of Agricultural Education.

20 pp.

TIE Price: $0.65 PC $1.00
Also Available: The Ohio State University, Columbus. Department of Agricultural Education.

Agricultural Business Chemist	4
Chemical Handling and Applying	11
Conservation	6
Elevators (Agricultural)	32
Fertilizer, Retail Distribution	28
Lumber Yard Worker	8
Meat Cutting	18
Recreation, Campsite Facilities	15
Small Animals	35
Soil Conservation Aid	3
Wildlife and Recreation	8

TI 0171

Gentry, Gene A.

MECHANICAL COMPETENCIES NEEDED FOR EMPLOYMENT IN FARM MACHINERY SALES AND SERVICE AND FARM SUPPLIES AND EQUIPMENT BUSINESSES.

Maryland University, College Park. Department of Agricultural and Extension Education.

1966; 13 pp.

(cont.)

TIE Price: MF $0.65 PC $0.65
Also Available: ED 012 754 and Maryland University, College Park, Maryland. Department of Agricultural and Extension Education.

Farm Machinery, Sales/Service 119

TI 0172

Camiscioni, John S., and others

DEVELOPMENT OF OCCUPATIONAL THERAPY JOB DESCRIPTIONS AND CURRICULA THROUGH TASK ANALYSIS. OCCUPATIONAL THERAPY JOB DESCRIPTIONS. REPORT NUMBER ONE.

The Ohio State University, Columbus. School of Allied Medical Professions.

1972; 72 pp.

TIE Price: MF $0.65 PC $3.60
Also Available: The Ohio State University, Columbus, Ohio 43210. School of Allied Medical Professions.

Public Health Service (DHEW), Arlington, Virginia.

Occupational Therapy Aide 48
Occupational Therapy Technician 138
Occupational Therapist 196
Occupational Therapy Consultant 41

TI 0173

Beasley, Gary F.; Walker, George M.

JOB OPERATION SHEETS: TRACTORS.

Mississippi State University, Mississippi State. Department of Agricultural Education.

1973; 103 pp.

TIE Price: MF $0.65 PC $5.15
Also Available: Mississippi State University, Mississippi State. Research and Curriculum Unit for Vocational and Technical Education and Mississippi State Department of Education, Division of Vocational and Technical Education.

Agricultural Mechanics, Tractor Maintenance 354

TI 0174

Englebart, Leon P.

ANALYZING VOCATIONAL COMPETENCIES IN AUTO MECHANICS.

Nebraska Research Coordinating for Vocational Education, Lincoln.

1968; 41 pp.

TIE Price: MF $0.65 PC $2.05
Also Available: Nebraska Research Coordinating Unit for Vocational Education, Box 33, Henzlik Hall, University of Nebraska, Lincoln, Nebraska 68508.

Department of Health, Education and Welfare, Washington, D.C.

Auto Mechanics	100
Air Conditioning Specialist, Automobile	24
Automatic Transmission Repair	48
Service Station Attendant	42
Radiator Repair Specialist	8

TI 0175

Huffman, Harry; Brady, Mary M.; Peterson, Marla; Lacy, Annell

A TAXONOMY OF OFFICE ACTIVITIES FOR BUSINESS AND OFFICE EDUCATION.

The Ohio State University, Columbus. The Center for Vocational Education.

1968; 161 pp.

TIE Price: MF $0.65 PC $8.05
Also Available: ED 021 140 and The Ohio State University, Columbus. The Center for Vocational Education, 1960 Kenny Road, Columbus, Ohio 43210.

Office of Education (DHEW), Washington, D.C.

Business/Office	249

TI 0176

TASK LISTINGS

(cont.)

Oregon State Department of Education, Salem. Division of Community Colleges and Career Education.

108 pp.

TIE Price: MF $0.65 PC $5.40
Also Available: Oregon State Department of Education, Salem, Oregon 97310. Division of Community Colleges and Career Education.

Electrician	469
Electronic Technician	272
Electronic Assembler	160
T.V. Repairman	378
Appliance Repair	190
Small Engine Mechanic	258
Business Machines Representative	292
Automobile Mechanic	281
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TASK ANALYSIS QUESTIONNAIRE BOOKLET. OCCUPATIONAL FIELD 23. AMMUNITION TECHNICIAN.

U.S. Marine Corps, Marine Corps Base, Quantico, Virginia. Office of Manpower Utilization.

1975; 37 pp.

TIE Price: MF $0.65 PC $1.85

Ammunition Technician	285

TI 0178

TASK ANALYSIS QUESTIONNAIRE BOOKLET. OCCUPATIONAL FIELD 25. OPERATIONAL COMMUNICATIONS.

U.S. Marine Corps, Marine Corps Base, Quantico, Virginia. Office of Manpower Utilization.

(cont.)

1975; 61 pp.

TIE Price: MF $0.65 PC $3.05

Operational Communications 592

TI 0179

TASK ANALYSIS QUESTIONNAIRE BOOKLET. OCCUPATIONAL FIELD 28. TELECOMMUNICATIONS MAINTENANCE.

U.S. Marine Corps, Marine Corps Base, Quantico, Virginia. Office of Manpower Utilization.

1975; 69 pp.

TIE Price: MF $0.65 PC $3.45

Telecommunications Maintenance 579

TI 0180

TASK INVENTORY. OCCUPATIONAL FIELD 40. DATA SYSTEMS.

U.S. Marine Corps, Marine Corps Base, Quantico, Virginia. Office of Manpower Utilization.

1975; 62 pp.

TIE Price: MF $0.65 PC $3.10

Data Systems 619

TI 0181

TASK ANALYSIS QUESTIONNAIRE BOOKLET. OCCUPATIONAL FIELD 41. MARINE CORPS EXCHANGE.

U.S. Marine Corps, Marine Corps Base, Quantico, Virginia. Office of Manpower Utilization.

1975; 53 pp.

TIE Price: MF $0.65 PC $2.65

Department Store (Base Exchange, Marine Corps) 328

TI 0182

TASK ANALYSIS QUESTIONNAIRE BOOKLET. OCCUPATIONAL FIELD 43. PUBLIC AFFAIRS.

U.S. Marine Corps, Marine Corps Base, Quantico, Virginia. Office of Manpower Utilization.

1975; 36 pp.

TIE Price: MF $0.65 PC $1.80

Public Affairs, Marine Corps 261

TI 0183

TASK ANALYSIS QUESTIONNAIRE BOOKLET. OCCUPATIONAL FIELD 46. PHOTOGRAPHY.

U.S. Marine Corps, Marine Corps Base, Quantico, Virginia. Office of Manpower Utilization.

1975; 53 pp.

TIE Price: MF $0.65 PC $2.65

Photography 412

TI 0184

TASK ANALYSIS QUESTIONNAIRE BOOKLET. OCCUPATIONAL FIELD 01. PERSONNEL AND ADMINISTRATION.

U.S. Marine Corps, Marine Corps Base, Quantico, Virginia. Office of Manpower Utilization.

1975; 59 pp.

TIE Price: MF $0.65 PC $2.95

Personnel and Administration 425

TI 0185

TASK INVENTORY. OCCUPATIONAL FIELD 02. INTELLIGENCE.

(cont.)

U.S. Marine Corps, Marine Corps Base, Quantico, Virginia. Office of Manpower Utilization.

1975; 55 pp.

TIE Price: MF $0.65 PC $2.75

Intelligence 440

TI 0186

TASK ANALYSIS QUESTIONNAIRE BOOKLET. OCCUPATIONAL FIELD CFES. CLUB OFFICER/EXCHANGE OFFICER/SPECIAL SERVICES OFFICER.

U.S. Marine Corps, Marine Corps Base, Quantico, Virginia. Office of Manpower Utilization.

1975; 63 pp.

TIE Price: MF $0.65 PC $3.15

Special Service Officer 540

TI 0187

TASK ANALYSIS QUESTIONNAIRE BOOKLET. EXPLOSIVE ORDNANCE DISPOSAL.

U.S. Marine Corps, Marine Corps Base, Quantico, Virginia. Office of Manpower Utilization.

1975; 59 pp.

TIE Price: MF $0.65 PC $2.95

Explosive Ordnance 620

TI 0188

TASK INVENTORY. OCCUPATIONAL FIELD 13. CONSTRUCTION, EQUIPMENT AND SHORE PARTY.

U.S. Marine Corps, Marine Corps Base, Quantico, Virginia. Office of Manpower Utilization.

1975; 74 pp.

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TIE Price: MF $0.65 PC $3.70

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TI 0189

Fine, Sidney A.

JOB ANALYSIS OF PHYSICAL THERAPISTS TO DEVELOP CURRICULUM MATERIAL FOR AN AIDE TRAINING PROGRAM.

Human Sciences Research, Incorporated, McLean, Virginia.

1963; 98 pp.

TIE Price: MF $0.65 PC $4.90

Michigan State Department of Health, Lansing, Michigan

Physical Therapy 55

TI 0190

Kahler, Alan A.

COMPETENCIES IN AGRICULTURE NEEDED BY MALES EMPLOYED IN RETAIL FARM MACHINERY DISTRIBUTION.

Iowa State University of Science and Technology, Ames. Iowa State Department of Public Instruction, Des Moines, Iowa.

1972; 16 pp.

TIE Price: MF $0.65 PC $0.80

Farm Machinery, Distribution 86

TI 0191

Long, Gilbert A., ed.

JOB ANALYSIS FOR INSTRUCTIONAL BEHAVIORAL OBJECTIVES FOR THE GRAIN, FEED, SEED AND AGRICULTURAL CHEMICALS OCCUPATIONS.

Utah State University, Logan. Department of Agricultural Education.

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1974; 27 pp.

TIE Price: MF $0.65 PC $1.35

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TI 0192

Pollard, Freeman; Tucker, Michael F.

FINAL TASK REPORT AND APPENDICES. JOB ANALYSIS. TASK ORDER 75/55/B.

Center for Research and Education, Denver, Colorado.

1975; 147 pp.

TIE Price: MF $0.65 PC $7.35

U.S. Navy, Washington, D.C. Bureau of Naval Personnel

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Byrd, Taylor; Wallace, Dana

ORNAMENTAL HORTICULTURE TASK LIST - DIGGING BARE ROOT TREES.

Pennsylvania State University, University Park. Department of Agricultural Education.

1973; 15 pp.

TIE Price: MF $0.65 PC $0.75

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Sollenberger, Wayne A., and others

ORNAMENTAL HORTICULTURE TASK SHEET. MARKING A BASEBALL FIELD. (TURFGRASS)

Pennsylvania State University, University Park. Department of Agricultural Education.

1974; 20 pp.

TIE Price: MF $0.65 PC $1.00

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TI 0195

Ackley, Charles E.; Frederick, R. L.

ORNAMENTAL HORTICULTURE TASK SHEET. BUILDING A PATIO BENCH. (LANDSCAPE CONSTRUCTION)

Pennsylvania State University, University Park. Department of Agricultural Education.

1974; 4 pp.

TIE Price: MF $0.65 PC $0.20

Landscape Construction 2

TI 0196

Golden, Archie

PERSONNEL DISTRIBUTION IN A CITY HEALTH DEPARTMENT.

Johns Hopkins University, Baltimore, Maryland. School of Hygiene and Public Health. Department of Maternal and Child Health.

1974; 33 pp.

TIE Price: MF $0.65 PC $1.65
Also Available: The Johns Hopkins University, School of Hygiene and Public Health, 615 North Wolfe Street, Baltimore, Maryland 21205.

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Department of Health, Education, and Welfare. Maternal and Child Health Services.

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Abell, George H.; McKnight, Molly; Stivers, Jack

AN ANALYSIS OF THE TERMINAL DISPATCHING OCCUPATION.

The Ohio State University, Columbus. Instructional Materials Laboratory.

1974; 36 pp.

TIE Price: MF $0.65 PC $1.80
Also Avaiiable: Instructional Materials Laboratory, Trade and Industrial Education, The Ohio State University, Columbus, Ohio 43210.

Office of Education (DHEW), Washington, D.C.

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TI 0198

Beth, Gertrude K.; Wade, Sallie L.

AN ANALYSIS OF THE NURSERY SCHOOL TEACHER AIDE OCCUPATION.

The Ohio State University, Columbus. Instructional Materials Laboratory.

1974; 142 pp.

TIE Price: MF $0.65 PC $7.10
Also Available: Instructional Materials Laboratory, Trade and Industrial Education, The Ohio State University, Columbus, Ohio 43210.

Office of Education (DHEW), Washington, D.C.

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Winfrey, Prince J.; Morse, David L.

AN ANALYSIS OF THE AUTOMOTIVE SERVICE OCCUPATION.

The Ohio State University, Columbus. Instructional Materials Laboratory.

1974; 76 pp.

TIE Price: MF $0.65 PC $3.80
Also Available: Instructional Materials Laboratory, Trade and Industrial Education, The Ohio State University, Columbus, Ohio 43210.

Office of Education (DHEW), Washington, D.C.

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TI 0200

Stranke, Edward J.; Speck, Samuel R.

AN ANALYSIS OF THE AUTO BODY REPAIR OCCUPATION.

The Ohio State University, Columbus. Instructional Materials Laboratory.

1974; 224 pp.

TIE Price: MF $0.65 PC $11.20
Also Available: Instructional Materials Laboratory, Trade and Industrial Education, The Ohio State University, Columbus, Ohio 43210.

Office of Education (DHEW), Washington, D.C.

Mechanic, Auto Body 95

TI 0201

Boyadjis, Thomas A.; Paoletti, Donald J.

AN ANALYSIS OF THE BAKING OCCUPATION.

The Ohio State University, Columbus. Instructional Materials Laboratory.

(cont.)

1974; 91 pp.

TIE Price: MF $0.65 PC $4.55
Also Available: Instructional Materials Laboratory, Trade and Industrial Education, The Ohio State University, Columbus, Ohio 43210.

Office of Education (DHEW), Washington, D.C.

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TI 0202

Frazer, William C.; and others

AN ANALYSIS OF THE BANK TELLER OCCUPATION.

The Ohio State University, Columbus. Instructional Materials Laboratory.

1974; 89 pp.

TIE Price: MF $0.65 PC $4.45
Also Available: Instructional Materials Laboratory, Trade and Industrial Education, The Ohio State University, Columbus, Ohio 43210.

Office of Education (DHEW), Washington, D.C.

Bank Teller 29

TI 0203

DiPlacido, Pat E.; Snyder, Jeffrey R.; Annarino, James

AN ANALYSIS OF THE SMALL BUSINESS MANAGING OCCUPATION.

The Ohio State University, Columbus. Instructional Materials Laboratory.

1974; 133 pp.

TIE Price: MF $0.65 PC $6.65
Also Available: Instructional Materials Laboratory, Trade and Industrial Education, The Ohio State University, Columbus, Ohio 43210.

Office of Education (DHEW), Washington, D.C.

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TI 0204

Peal, Sharyn; Rose, Virginia

AN ANALYSIS OF THE PAYROLL CLERKING OCCUPATION.

The Ohio State University, Columbus. Instructional Materials Laboratory.

1974; 139 pp.

TIE Price: MF $0.65 PC $6.95
Also Available: Instructional Materials Laboratory, Trade and Industrial Education, The Ohio State University, Columbus, Ohio 43210.

Office of Education (DHEW), Washington, D.C.

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TI 0205

Ridener, Norma A.; and others

AN ANALYSIS OF THE MEDICAL RECORDS CLERKING OCCUPATION.

The Ohio State University, Columbus. Instructional Materials Laboratory.

1974; 110 pp.

TIE Price: MF $0.65 PC $5.50
Also Available: Instructional Materials Laboratory, Trade and Industrial Education, The Ohio State University, Columbus, Ohio 43210.

Office of Education (DHEW), Washington, D.C.

Medical Records Clerk 41

TI 0206

Wahonick, Ronald; Trotter, Emma J.; Orr, John I.

AN ANALYSIS OF THE PERSONAL MANAGING OCCUPATION.

The Ohio State University, Columbus. Instructional Materials Laboratory.

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1974; 154 pp.

TIE Price: MF $0.65 PC $7.70
Also Available: Instructional Materials Laboratory, Trade and Industrial Education, The Ohio State University, Columbus, Ohio 43210.

Office of Education (DHEW), Washington, D.C.

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Wyatt, Tom; Ulrich, Larry

AN ANALYSIS OF THE CREDIT INVESTIGATION OCCUPATION.

The Ohio State University, Columbus. Instructional Materials Laboratory.

1974; 38 pp.

TIE Price: MF $0.65 PC $1.90
Also Available: Instructional Materials Laboratory, Trade and Industrial Education, The Ohio State University, Columbus, Ohio 43210.

Office of Education (DHEW), Washington, D.C.

Credit Investigation Agent 10

TI 0208

Howsmon, Ronald L.

AN ANALYSIS OF THE GARDEN CENTER OCCUPATION.

The Ohio State University, Columbus. Instructional Materials Laboratory.

1974; 46 pp.

TIE Price: MF $0.65 PC $2.30
Also Available: Instructional Materials Laboratory, Trade and Industrial Education, The Ohio State University, Columbus, Ohio 43210.

Office of Education (DHEW), Washington, D.C.

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TI 0209

Harestad, Clifford E.; Trotter, John S.; Cole, George D.

AN ANALYSIS OF THE REAL ESTATE OCCUPATION.

The Ohio State University, Columbus. Instructional Materials Laboratory.

1974; 59 pp.

TIE Price: MF $0.65 PC $2.95
Also Available: Instructional Materials Laboratory, Trade and Industrial Education, The Ohio State University, Columbus, Ohio 43210.

Office of Education (DHEW), Washington, D.C.

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Connor, Michael; Thoman, LeRoy

AN ANALYSIS OF THE AUTO MECHANIC OCCUPATION.

The Ohio State University, Columbus. Instructional Materials Laboratory.

1974; 128 pp.

TIE Price: MF $0.65 PC $6.40
Also Available: Instructional Materials Laboratory, Trade and Industrial Education, The Ohio State University, Columbus, Ohio 43210.

Office of Education (DHEW), Washington, D.C.

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Christ, Christos G.; Deluzin, James B.

AN ANALYSIS OF THE AUTO PARTS COUNTERPERSON OCCUPATION.

The Ohio State University, Columbus. Instructional Materials Laboratory.

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1974; 116 pp.

TIE Price: MF $0.65 PC $5.80
Also Available: Instructional Materials Laboratory, Trade and Industrial Education, The Ohio State University, Columbus, Ohio 43210.

Office of Education (DHEW), Washington, D.C.

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Pucci, Alex L.; Reichel, George F.

AN ANALYSIS OF THE WELDING OCCUPATION.

The Ohio State University, Columbus. Instructional Materials Laboratory.

1974; 88 pp.

TIE Price: MF $0.65 PC $4.40
Also Available: Instructional Materials Laboratory, Trade and Industrial Education, The Ohio State University, Columbus, Ohio 43210.

Office of Education (DHEW), Washington, D.C.

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Mascio, Joseph W.; O'Connor, Patrick J.

AN ANALYSIS OF THE TERMINAL MATERIALS HANDLING OCCUPATION.

The Ohio State University, Columbus. Instructional Materials Laboratory.

1974; 76 pp.

TIE Price: MF $0.65 PC $3.80
Also Available: Instructional Materials Laboratory, Trade and Industrial Education, The Ohio State University, Columbus, Ohio 43210.

Office of Education (DHEW), Washington, D.C.

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Frass, Melvin R.; Krause, Marvin

AN ANALYSIS OF THE AIR CONDITIONING, REFRIGERATING AND HEATING OCCUPATIONS.

The Ohio State University, Columbus. Instructional Materials Laboratory.

1974; 207 pp.

TIE Price: MF $0.65 PC $10.35
Also Available: Instructional Materials Laboratory, Trade and Industrial Education, The Ohio State University, Columbus, Ohio 43210.

Office of Education (DHEW), Washington, D.C.

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AN ANALYSIS OF THE AUTOMOBILE SALES OCCUPATIONS.

The Ohio State University, Columbus. Instructional Materials Laboratory.

1974; 128 pp.

TIE Price: MF $0.65 PC $6.40
Also Available: Instructional Materials Laboratory, Trade and Industrial Education, The Ohio State University, Columbus, Ohio 43210.

Office of Education (DHEW), Washington, D.C.

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Buerkel, Elaine; Rehling, Joseph H.

AN ANALYSIS OF THE ALTERATION SPECIALIST OCCUPATION.

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The Ohio State University, Columbus. Instructional Materials Laboratory.

1974; 188 pp.

TIE Price: MF $0.65 PC $9.40
Also Available: Instructional Materials Laboratory, Trade and Industrial Education, The Ohio State University, Columbus, Ohio 43210.

Office of Education (DHEW), Washington, D.C.

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Dearth, Charles E.; and others

AN ANALYSIS OF THE RESIDENTIAL ELECTRICITY OCCUPATION.

The Ohio State University, Columbus. Instructional Materials Laboratory.

1974; 90 pp.

TIE Price: MF $0.65 PC $4.50
Also Available: Instructional Materials Laboratory, Trade and Industrial Education, The Ohio State University, Columbus, Ohio 43210.

Office of Education (DHEW), Washington, D.C.

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Pfleghaar, John A.; Bickham, Ira R.

AN ANALYSIS OF THE TELECOMMUNICATIONS OCCUPATION.

The Ohio State University, Columbus. Instructional Materials Laboratory.

1974; 55 pp.

TIE Price: MF $0.65 PC $2.75
Also Available: Instructional Materials Laboratory, Trade and Industrial Education, The Ohio State University, Columbus, Ohio 43210.

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Office of Education (DHEW), Washington, D.C.

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Knupke, Lucille M.; and others

AN ANALYSIS OF THE WORD PROCESSING OCCUPATION.

The Ohio State University, Columbus. Instructional Materials Laboratory.

1974; 126 pp.

TIE Price: MF $0.65 PC $6.30
Also Available: Instructional Materials Laboratory, Trade and Industrial Education, The Ohio State University, Columbus, Ohio 43210.

Office of Education (DHEW), Washington, D.C.

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Lucai, Karle A.

AN ANALYSIS OF THE WHOLESALE FLORIST OCCUPATION.

The Ohio State University, Columbus. Instructional Materials Laboratory.

1974; 46 pp.

TIE Price: MF $0.65 PC $2.30
Also Available: Instructional Materials Laboratory, Trade and Industrial Education, The Ohio State University, Columbus, Ohio 43210.

Office of Education (DHEW), Washington, D.C.

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Hoskinson, Karen; Thompson, Dorris R.

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AN ANALYSIS OF THE ADMINISTRATIVE ASSISTING OCCUPATION.

The Ohio State University, Columbus. Instructional Materials Laboratory.

1974; 66 pp.

TIE Price: MF $0.65 PC $3.30
Also Available: Instructional Materials Laboratory, Trade and Industrial Education, The Ohio State University, Columbus, Ohio 43210.

Office of Education (DHEW), Washington, D.C.

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TI 0222

McKinney, Oral O.; Nordvig, Carl A.

AN ANALYSIS OF THE CARPENTRY OCCUPATION.

The Ohio State University, Columbus. Instructional Materials Laboratory.

1974; 136 pp.

TIE Price: MF $0.65 PC $6.80
Also Available: Instructional Materials Laboratory, Trade and Industrial Education, The Ohio State University, Columbus, Ohio 43210.

Office of Education (DHEW), Washington, D.C.

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Altstadt, Ralph; Mechling, Paul E.; Neyman, Gary

AN ANALYSIS OF THE TURF SPECIALIST OCCUPATION.

The Ohio State University, Columbus. Instructional Materials Laboratory.

1974; 49 pp.

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TIE Price: MF $0.65 PC $2.45
Also Available: Instructional Materials Laboratory, Trade and Industrial Education, The Ohio State University, Columbus, Ohio 43210.

Office of Education (DHEW), Washington, D.C.

Turf Specialist 33

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Scruggs, Kenneth

AN ANALYSIS OF THE RESIDENTIAL REMODELING OCCUPATION.

The Ohio State University, Columbus. Instructional Materials Laboratory.

1974; 88 pp.

TIE Price: MF $0.65 PC $4.40
Also Available: Instructional Materials Laboratory, Trade and Industrial Education, The Ohio State University, Columbus, Ohio 43210.

Office of Education (DHEW), Washington, D.C.

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Abell, George H.; McKnight Molly; Stivers, Jack

AN ANALYSIS OF THE TERMINAL CLERKING OCCUPATION

The Ohio State University, Columbus. Instructional Materials Laboratory.

1974; 100 pp.

TIE Price: MF $0.65 PC $5.00
Also Available: Instructional Materials Laboratory, Trade and Industrial Education, The Ohio State University, Columbus, Ohio 43210.

Office of Education (DHEW), Washington, D.C.

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Mowen, Kenneth A.; Hartman, Lawrence; Cotner, Marshall J.

AN ANALYSIS OF THE COMMERCIAL ART OCCUPATION.

The Ohio State University, Columbus. Instructional Materials Laboratory.

1974; 30 pp.

TIE Price: MF $0.65 PC $1.50
Also Available: Instructional Materials Laboratory, Trade and Industrial Education, The Ohio State University, Columbus, Ohio 43210.

Office of Education (DHEW), Washington, D.C.

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Hall, Charles W.; Emory, Harold L.

AN ANALYSIS OF THE MACHINE TRADES OCCUPATION.

The Ohio State University, Columbus. Instructional Materials Laboratory.

1974; 268 pp.

TIE Price: MF $0.65 PC $13.40
Also Available: Instructional Materials Laboratory, Trade and Industrial Education, The Ohio State University, Columbus, Ohio 43210.

Office of Education (DHEW), Washington, D.C.

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Cross, Don; Cook, Joe E.

AN ANALYSIS OF THE INSURANCE UNDERWRITING OCCUPATION.

The Ohio State University, Columbus. Instructional Materials Laboratory.

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1974; 132 pp.

TIE Price: MF $0.65 PC $6.60
Also Available: Instructional Materials Laboratory, Trade and Industrial Education, The Ohio State University, Columbus, Ohio 43210.

Office of Education (DHEW), Washington, D.C.

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Harbage, Monroe; Lechner, Donald L.

AN ANALYSIS OF THE HORTICULTURE EQUIPMENT AND SERVICES OCCUPATION.

The Ohio State University, Columbus. Instructional Materials Laboratory.

1974; 128 pp.

TIE Price: MF $0.65 PC $6.40
Also Available: Instructional Materials Laboratory, Trade and Industrial Education, The Ohio State University, Columbus, Ohio 43210.

Office of Education (DHEW), Washington, D.C.

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Hall, Eugene; Turner, Raymond C.

AN ANALYSIS OF THE INDUSTRIAL MECHANICS OCCUPATION.

The Ohio State University, Columbus. Instructional Materials Laboratory.

1974; 175 pp.

TIE Price: MF $0.65 PC $8.75
Also Available: Instructional Materials Laboratory, Trade and Industrial Education, The Ohio State University, Columbus, Ohio 43210.

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Kitzmiller, Charles C.; Rizzo, Robert P.; MacLaren, Kenneth

AN ANALYSIS OF THE INDUSTRIAL SALES OCCUPATION.

The Ohio State University, Columbus. Instructional Materials Laboratory.

1974; 143 pp.

TIE Price: MF $0.65 PC $7.15
Also Available: Instructional Materials Laboratory, Trade and Industrial Education, The Ohio State University, Columbus, Ohio 43210.

Office of Education (DHEW), Washington, D.C.

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Lustic, Gary; Stokes, George K.

AN ANALYSIS OF THE PURCHASING OCCUPATION.

The Ohio State University, Columbus. Instructional Materials Laboratory.

1974; 127 pp.

TIE Price: MF $0.65 PC $6.35
Also Available: Instructional Materials Laboratory, Trade and Industrial Education, The Ohio State University, Columbus, Ohio 43210.

Office of Education (DHEW), Washington, D.C.

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Pomeroy, James W.; Swincher, Joe

AN ANALYSIS OF THE TELEVISION AND RADIO SERVICE OCCUPATION.

The Ohio State University, Columbus. Instructional Materials Laboratory.

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1974; 124 pp.

TIE Price: MF $0.65 PC $6.20
Also Available: Instructional Materials Laboratory, Trade and Industrial Education, The Ohio State University, Columbus, Ohio 43210.

Office of Education (DHEW), Washington, D.C.

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Sams, Helen C.; Snyder, Lois M.

AN ANALYSIS OF THE INFORMATION RECEPTIONIST OCCUPATION.

The Ohio State University, Columbus. Instructional Materials Laboratory.

1974; 55 pp.

TIE Price: MF $0.65 PC $2.75
Also Available: Instructional Materials Laboratory, Trade and Industrial Education, The Ohio State University, Columbus, Ohio 43210.

Office of Education (DHEW), Washington, D.C.

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Cheetwood, John E.; Connell, John R.

AN ANALYSIS OF THE RETAIL FLORIST OCCUPATION.

The Ohio State University, Columbus. Instructional Materials Laboratory.

1974; 36 pp.

TIE Price: MF $0.65 PC $1.80
Also Available: Instructional Materials Laboratory, Trade and Industrial Education, The Ohio State University, Columbus, Ohio 43210.

Office of Education (DHEW), Washington, D.C.

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Stemple, Lynn L.; Dilley, John E.

AN ANALYSIS OF THE LANDSCAPING OCCUPATION.

The Ohio State University, Columbus. Instructional Materials Laboratory.

1974; 286 pp.

TIE Price: MF $0.65 PC $14.30
Also Available: Instructional Materials Laboratory, Trade and Industrial Education, The Ohio State University, Columbus, Ohio 43210.

Office of Education (DHEW), Washington, D.C.

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Six, Joseph E.

AN ANALYSIS OF THE BILLING AND BOOKKEEPING MACHINE OPERATION OCCUPATION.

The Ohio State University, Columbus. Instructional Materials Laboratory.

1974; 118 pp.

TIE Price: MF $0.65 PC $5.90
Also Available: Instructional Materials Laboratory, Trade and Industrial Education, The Ohio State University, Columbus, Ohio 43210.

Office of Education (DHEW), Washington, D.C.

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AN ANALYSIS OF THE BOOKKEEPING OCCUPATION.

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The Ohio State University, Columbus. Instructional Materials Laboratory.

1974; 87 pp.

TIE Price: MF $0.65 PC $4.35
Also Available: Instructional Materials Laboratory, Trade and Industrial Education, The Ohio State University, Columbus, Ohio 43210.

Office of Education (DHEW), Washington, D.C.

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Bryan, James E.

AN ANALYSIS OF THE PROPERTY MANAGING OCCUPATION.

The Ohio State University, Columbus. Instructional Materials Laboratory.

1974; 114 pp.

TIE Price: MF $0.65 PC $5.70
Also Available: Instructional Materials Laboratory, Trade and Industrial Education, The Ohio State University, Columbus, Ohio 43210.

Office of Education (DHEW), Washington, D.C.

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Nichols, Lowell E.

AN ANALYSIS OF THE TYPEWRITER SERVICING OCCUPATION.

The Ohio State University, Columbus. Instructional Materials Laboratory.

1974; 60 pp.

TIE Price: MF $0.65 PC $3.00
Also Available: Instructional Materials Laboratory, Trade and Industrial Education, The Ohio State University, Columbus, Ohio 43210.

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Office of Education (DHEW), Washington, D.C.

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Innis, Gene A.; Thorp, Earl D.; Fausnaugh, Edwin B.

AN ANALYSIS OF THE LITHOGRAPHIC PRINTING OCCUPATION.

The Ohio State University, Columbus. Instructional Materials Laboratory.

1974; 68 pp.

TIE Price: MF $0.65 PC $3.40
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Plescia, George W.; Price, Richard A.; Neff, Paul R.

AN ANALYSIS OF THE DRAFTING OCCUPATION.

The Ohio State University, Columbus. Instructional Materials Laboratory.

1974; 156 pp.

TIE Price: MF $0.65 PC $10.92
Also Available: Instructional Materials Laboratory, Trade and Industrial Education, The Ohio State University, Columbus, Ohio 43210.

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McGee, Patricia; Moore, Ronald L.

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AN ANALYSIS OF THE LABORATORY ASSISTING OCCUPATION.

The Ohio State University, Columbus. Instructional Materials Laboratory.

1974; 256 pp.

TIE Price: MF $0.65 PC $12.80
Also Available: Instructional Materials Laboratory, Trade and Industrial Education, The Ohio State University, Columbus, Ohio 43210.

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AN ANALYSIS OF THE DATA PROCESSING OCCUPATION.

The Ohio State University, Columbus. Instructional Materials Laboratory.

1974; 104 pp.

TIE Price: MF $0.65 PC $5.20
Also Available: Instructional Materials Laboratory, Trade and Industrial Education, The Ohio State University, Columbus, Ohio 43210.

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Murphy, Judy K.; and others

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The Ohio State University, Columbus. Instructional Materials Laboratory.

1974; 100 pp.

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Also Available: Instructional Materials Laboratory, Trade and Industrial Education, The Ohio State University, Columbus, Ohio 43210.

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Kilo, Joseph L.

AN ANALYSIS OF THE DIESEL TRUCK MECHANIC OCCUPATION.

The Ohio State University, Columbus. Instructional Materials Laboratory.

1974; 104 pp.

TIE Price: MF $0.65 PC $5.20
Also Available: Instructional Materials Laboratory, Trade and Industrial Education, The Ohio State University, Columbus, Ohio 43210.

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AN ANALYSIS OF THE WASTE WATER TREATMENT MECHANIC OCCUPATION.

The Ohio State University, Columbus. Instructional Materials Laboratory.

1974; 118 pp.

TIE Price: MF $0.65 PC $5.90
Also Available: Instructional Materials Laboratory, Trade and Industrial Education, The Ohio State University, Columbus, Ohio 43210.

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Moore, Gordon; and others

AN ANALYSIS OF THE INSURANCE SALES OCCUPATION.

The Ohio State University, Columbus. Instructional Materials Laboratory.

1974; 132 pp.

TIE Price: MF $0.65 PC $6.60
Also Available: Instructional Materials Laboratory, Trade and Industrial Education, The Ohio State University, Columbus, Ohio 43210.

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Fine, Sidney A.

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1973; 26 pp.

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